

# Federal Energy Management Program

U.S. DEPARTMENT OF  
**ENERGY**

Energy Efficiency &  
Renewable Energy



## AFFECT 2016

Assisting Federal Facilities with Energy  
Conservation Technologies (AFFECT)

June 8, 2016

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Federal Energy Management Program (FEMP)

Energy Efficiency and Renewable Energy

Department of Energy

# Important Dates

Event	Date
FOA Issue Date	May 26, 2016
Letter of Intent (LOI) Deadline	June 27, 2016 5:00pm ET
Full Application Deadline	July 27, 2016 5:00pm ET
Notification of Award Selections	October 28, 2016
Timeframe for Award Negotiations	November 7, 2016 – December 16, 2016

# Award Information

- Topic Area: Establish program for ENABLE-ESPC and implement projects using that contract.
- ENABLE-ESPC is limited to 5 technologies in this FOA: lighting; water; controls for heating, ventilation and air conditioning (HVAC); replacement of HVAC equipment and solar photovoltaics (PV).
- Estimated Funding Available
  - \$3.0 million available
  - Number of awards will depend on individual award sizes
- Individual Awards will vary between approximately \$200,000 and \$1,000,000.
- EERE, at its discretion, may issue one, multiple, or no awards.

# Award Information

<b>LOI and Full Applications</b>	Must be submitted through the EERE Exchange at: <a href="https://eere-exchange.energy.gov">https://eere-exchange.energy.gov</a>
<b>Type of Funding Agreement</b>	Grant award through Interagency Agreements (IAAs)
<b>Period of Performance (PoP)</b>	48 months
<b>Eligible Applicants</b>	U.S. Federal Agencies, Sub-Agencies, and National Laboratory Contractors subject to the definitions in Section III.A.

Letter of Intent (LOI)

Due

**June 27, 2016**

**5:00 pm Eastern Time**

# Letter of Intent

## One Page LOI with:

- Project Title;
- Lead Organization;
- Lead Organization Percent Effort;
- Organization Type;
- Whether the Application has been previously submitted to EERE;
- Technical Point of Contact/Principal Investigator (PI) for the application;
- Abstract
  - The Abstract provided should be not more than 200 words in length, and should provide a truncated explanation of the proposed program

**Full Application**  
**Due**  
**July 27, 2016**  
**5:00 pm Eastern Time**



# Two Phases

## Phase One

- Establish a process for ENABLE-ESPC
  - For Agency, Sub-Agency or Region (not a site)
- Develop a documented procedure
  - Management approach with roles/responsibilities.
  - Project approval path, escalation path for issue resolution.
  - Pipeline of at least 10 potential ENABLE-ESPC project sites.
- Go/No Go decision at end of Phase One
- 30 to 40 percent of Grant set aside for Phase One



# Two Phases

## Phase Two

- Develop Projects Using ESPC-ENABLE
- Grant Funds for Project Buy-Down or other
- Funds released in allotment periods
- 60 percent to 70 percent of Grant assigned to Phase Two

# Two Types of Cost Leverage

## 1. Potential Cost Leverage

- Estimated maximum amount that an agency or sub agency could possibly invest in clean energy projects using the ENABLE-ESPC contract.
- $PCL = (PTI - G)/G$ 
  - PCL = Potential Cost Leverage
  - PTI = Potential Total Investment
  - G = Amount of EERE Grant
- Methodology for PTI in Appendix B
- **Request technical assistance through FOA.AFFECT3.ee.doe.gov within 20 days (June 16).**

# Two Types of Cost Leverage

## 2. Actual Cost Leverage

- Cost leverage for actual projects developed in Phase Two
- $ACL = (ATI - G)/G$ 
  - ACL = Actual Cost Leverage
  - ATI = Actual Total Investment
  - G = Amount of EERE Grant
- Minimum ACL in Phase Two is 15 to 1.
- ACL can be as high as 25 to 1.

# Numerical Example

## Hypothetical Assumptions for Example

- Applicant chooses grant level: Total Grant (G) = \$800,000
- Applicant chooses 30 percent for Phase One
- Applicant chooses 70 percent for Phase Two.
- Applicant chooses target cost leverage for Phase Two to be 20 to 1.
- Applicant chooses 25 percent for allocation to Allotment period 1 of Phase Two

# Numerical Example

## Overall Phase Two

- Phase Two Allocation:
  - $(70\%)*(\$800,000) = \$560,000$
- Total “Agency Share” Required in Phase Two
  - $20*\$420,000 = \$11,200,000$
- Total Project Investment Required in Phase Two
  - $\$11,200,000 + \$560,000 = \$11,760,000$

## Allotment Period One

- Funds for Phase Two, Allotment Period One
  - $(25\%)*\$560,000 = \$140,000$
- Agency Share, allotment period one:
  - $20*\$140,000 = \$2,800,000$
- Total Project Investment Required, allotment period one
  - $\$2,800,000 + \$140,000 = \$2,940,000$

# Full Application Content Requirements

Submission	Components	File Name
Full Application (PDF, unless stated otherwise)	Technical Volume (See Chart in Section IV.D.ii). There is a 10-page limit not counting the cover page.	{{ControlNumber}}_{{LeadOrganization}}_TechnicalVolume
	SF-424 (found on <a href="https://eere-Exchange.energy.gov">https://eere-Exchange.energy.gov</a> )	{{ControlNumber}}_{{LeadOrganization}}_App424
	Organizational Letters of Commitment (1 page max per letter)	{{ControlNumber}}_{{LeadOrganization}}_OrgLettersofCommitment
	Excel Spreadsheet for Potential Total Investment (See Appendix B and Section I)	{{ControlNumber}}_{{LeadOrganization}}_PotentialInvestment

# Technical Volume

Section/Page Limit	Description
<b>Cover Page</b> (1 page, not included in 10 page limit)	<ul style="list-style-type: none"><li>• Project title</li><li>• Lead Organization</li><li>• Principal Investigator (PI) and team members</li><li>• Program Duration</li><li>• Confidentiality Statements</li></ul> <p>In addition, the applicant should list the following:</p> <ul style="list-style-type: none"><li>• Potential Cost Leverage (PCL)</li><li>• The Total Grant award (G) requested</li><li>• The Percent of the Total Grant for Phase One (p1)</li><li>• The Percent of the Total Grant for Phase Two (p2)</li><li>• The target Actual Cost Leverage ratio for Phase Two (ACL2)</li><li>• The Percent of Phase Two funds that are allocated to the first allotment period</li></ul>



# Technical Volume

Section/Page Limit	Description
<b>Program Description</b> (approximately 2 to 3 pages)	<ul style="list-style-type: none"><li>• Background</li><li>• Overview of Approach</li><li>• Program Impact</li><li>• Cost Leverage</li></ul>

# Technical Volume

Section/Page Limit	Description
<b>Core Team and Management Support</b> (approximately 2 pages)	<ul style="list-style-type: none"><li>• Core Team Personnel</li><li>• Contract Vetting</li><li>• Senior Management Support</li></ul>

# Technical Volume

Section/Page Limit	Description
<b>Program Development Elements</b> (approximately 3 to 4 pages)	<ul style="list-style-type: none"><li>• Development of Documented Procedure</li><li>• Budget Structure and Payment Flow</li><li>• Procurement Plan</li><li>• Pipeline Detail</li><li>• Other Development Efforts/Objectives</li></ul>
<b>Program Plan and Budget</b> (approximately 2 pages)	<ul style="list-style-type: none"><li>• Program Plan</li><li>• Budget</li></ul>

## SF-424: Application for Federal Assistance

- Form provided on EERE Exchange (click on “View Required Documents”)
- Certifications and Assurances can be found at:  
<http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>
- Save SF-424 in a single PDF file, using the following convention for the title  
“{{ControlNumber}}\_{{LeadOrganization}}\_App424”.

# Technical Review Criteria Set One

Criteria	Description
<b>Program Impact (25%)</b>	<ul style="list-style-type: none"><li>• Degree that program will move agency toward achievement of clean energy mandates</li></ul>
<b>Cost Leverage (25%)</b>	<ul style="list-style-type: none"><li>• Potential Cost Leverage</li><li>• Actual Cost Leverage (in Phase Two)</li></ul>
<b>Management Support and Core Team (15%)</b>	<ul style="list-style-type: none"><li>• Description of roles and relationships of Project Team</li><li>• Adequacy of Authority of Core Team</li></ul>

# Technical Review Criteria Set One

Criteria	Description
<b>Program Development Elements (20%)</b>	<ul style="list-style-type: none"><li>• Describe current structure and new approach</li><li>• Demonstrated understanding of needed changes (e.g., in budget payment flow)</li><li>• Demonstrate understanding of developing pipeline of projects</li></ul>
<b>Program Plan and Budget (15%)</b>	<ul style="list-style-type: none"><li>• Management approach</li><li>• Detailed proposed work plan</li><li>• Appropriate proposed budget</li></ul>

# Go/No-Go Review

- At the end of the Phase One
- The needed elements of an effective established process for implementing ENABLE-ESPC projects.
- Includes a pipeline of projects for Phase Two implementation
- Technical review criteria for this evaluation are described in Section V.
- As a result of the Go/No-Go Review, DOE FEMP may, at its discretion, make a determination to continue the project, re-direct the project, or discontinue funding the project.



# Technical Review Criteria Set Two

## *End of Phase: Go/No Go Decision*

Criteria	Description
<b>ENABLE Program Elements (50%)</b>	<ul style="list-style-type: none"><li>• Completion of needed elements of an effective established process for implementing ENABLE-ESPC projects</li></ul>
<b>ENABLE Project Pipeline (50%)</b>	<ul style="list-style-type: none"><li>• Full set of cost effective projects with data reasonable assumptions</li><li>• Reasonable implementation plan with interrelated tasks and milestones</li></ul>

# Thank You for Your Attention

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*Questions about this FOA?*

*Email [FOA.AFFECT3@ee.doe.gov](mailto:FOA.AFFECT3@ee.doe.gov)*

*Problems with EERE Exchange?*

*Email [EERE-ExchangeSupport@hq.doe.gov](mailto:EERE-ExchangeSupport@hq.doe.gov)*

*Include FOA name and number in subject line*

QUESTIONS?